



REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, March 13th 2025, 10:00 AM

Primary Meeting Locations:

- Lake Location - 3825 Main St, Kelseyville, 95451
- Marin CareerPoint – 1800 Ignacio Blvd, Building 27, Novato CA
- Mendocino CareerPoint – 2550 N. State Street, Ukiah CA
- Napa CareerPoint – Fuchsia Rm A106-07, 2751 Napa Valley Corporate Drive, Napa CA

Solving workforce issues as a community will require stakeholders to:

1. **Coordinate and collaborate across organizations**, understanding that the work cannot be accomplished in siloes. Each partner organization brings unique expertise, networks, and resources to the table and should understand their organization’s role in advancing key pieces of the overall strategy.
2. **Follow the lead of employers**, the end-users of our region’s talent “supply chain.” Focus on the benefits to employers of collaborating to grow the pool of talent for all and the skills that are aligned to common industry pain points.
3. **Focus on skills**, the common language that brings together job seekers, employers, and educators for mutual benefit.

CALL TO ORDER

I.	<p>Called to order at 10:01am.</p> <p>A. Welcome, Introductions</p> <p>Staff Members: Bruce Wilson, Laura Davis, Doug Orlando, Sita Williams, Nik Inalsingh, Zachary Koblick De Leon, Victoria Pulido, Taylor Swain, Emma Wilson, Stefan Ochoa</p> <p>Members: Paul Hicks, Don Smith, Weston Seifert, Marty Flynn, Bryan Avila, Frank Cuneo, Geovanni Flores, Kris Organ, Ken Lippi, Vin Smith, Claudia Obera De Luna, Lynn Perez</p> <p>B. Public Comment</p> <p>No public comments.</p> <p>C. Chair’s Remarks</p> <p>No Chair’s Remarks</p> <p>Frank Cuneo arrived at 10:07am.</p>
----	---

CONSENT CALENDAR

These matters typically include routine financial or administrative **action items** requiring a vote. Any item will be discussed separately at the request of any member. Items are approved with one single motion.

II.	<p>A. Approval of December 12th, 2024 Meeting Minutes [Attachment II.A]</p> <p>M/S: Bryan Avila/Vin Smith</p> <p>Passes: 11-0</p> <p>One abstention.</p>
-----	---

GOVERNANCE CALENDAR

III.

A. Agreements (Action) [Board Letter III.A]

Taylor Swain presented the agreements.

M/S: Kris Organ/Frank Cuneo

Passes: 12-0

No abstentions.

B. Approve Board Membership Application (Action) [Board Letter III.B]

Bruce Wilson explained the new membership applications.

M/S: Kris Organ/Ken Lippi

Passes: 12-0

No abstentions.

C. Local Area Subsequent Designation and Local Board Recertification PY 25 – 27 (Action) [Board Letter III.C](Attachment III.C)

Bruce Wilson explained the recertification process.

M/S: Vincent Smith/Bryan Avila

Passes: 11-0

One abstention.

D. Regional and Local Strategic Plan (Action) [Board Letter III.D]

Bruce Wilson presented the Regional and Local Strategic Plan.

M/S: Marty Flynn/Frank Cuneo

Passes: 11-0

One abstention.

INFORMATION / DISCUSSION / ACTION ITEMS

IV.

A. Equus to CareerTeam Transition (Information)

Bruce Wilson and Anthony Terlizzi explained the transition process from Equus to Career Team. Discussion occurred.

BUSINESS CALENDAR

V.

OBJECTIVE 1 – Talent Attraction

Focus: Better matching of current workforce with local job openings; attracting skilled out-of-market talent to fill jobs where demand eclipses local workforce capacity.

A. Career Fair with the Multicultural Center of Marin (Information)(Attachment V.A)

Sita Williams presented.

OBJECTIVE 2 – Transferable Skills

Focus: Upskilling and reskilling workers already in your area with short-term training and credentials that are nimble enough to evolve with market demand.

No items

OBJECTIVE 3 – Technical and Certificate Programs

Focus: Near-term alignment of forecasted industry demand with local talent development programming to facilitate attainment of the most relevant degrees and certifications.

B. Chef Ann Foundation Healthy School Food Pathway Pre-Apprenticeship Program (Information)

Sita Williams presented.

OBJECTIVE 4 – Advanced Skill Sets

Focus: Long-term alignment of higher education programming to develop a sustainable highly skilled pipeline for the region's driver industries.

C. Mendocino Healthcare Education & Workforce Summit (Information)(Attachment V.C)

Sita Williams presented.

OBJECTIVE 5 – Information Gap

Focus: Build awareness of high-demand high-potential career pathways with industry-aligned programming in middle and high school.

D. Labor Market Analysis – State of the Economy (Information) [Board Letter V.D]

Stefan Ochoa presented.

OBJECTIVE 6 – Starting Early

Focus: Draw students to foundational career and technical education programs by sparking interest in STEM and the world of work.

E. Marin Early Childcare Education Project (Information)

Nik Inalsingh presented.

CLOSING

VI.

A. Director's Report

a. Legislative Report

Bruce Wilson gave an update on recent legislation that affects WIOA.

b. Lake Wildfire Resilience Program

Bruce Wilson gave an update on the Lake Wildfire Resilience Program.

c. Outreach & Communications Committee Update

Bruce Wilson gave an update on the Outreach and Communications Committee.

B. Member Updates

Lynn Perez shared a flyer that shows the partnership of the Napa CareerPoint and the Napa HHS.

Meeting adjourned at 11:54am.
